

School and Teacher Programs Manager

Updated January 16, 2025

Organization

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world. Through an array of educational programs, the Museum serves diverse audiences of all ages from pre-K to seniors, of all ethnicities and economic levels.

Position Description

The School and Teacher Programs Manager will provide a foundation to allow the Museum to maintain and build on its commitment to providing high-quality, inclusive, and innovative arts educational programming, exhibitions, and cultural engagement opportunities for all the WNC region, including residents of all ages and our area's many visitors. The School and Teacher Programs Manager designs, implements and supervises educational art programs for K – 12 students and teachers, as well as supports select community programming, as a comprehensive project to build capacity, develop new audiences and to grow community outreach. This position oversees the Learning and Engagement Department's offerings for students and teachers including the *Literacy Through Art* and *More Than Math* Programs, Teacher Professional Development, the *WNC Regional Scholastic Art Awards*, and maintains all Museum communication and coordination with school districts and schools for these programs.

Primary Responsibilities/Essential Functions

- Oversee the development, management and delivery of all Museum offerings for School and Teacher audiences, including school tours based on state standards and teacher resource materials.
- Lead and supervise the *Literacy Through Art* school outreach program annually. This includes curriculum design, recruitment of participating schools, hiring, training, scheduling, and supervising of contract educators, making site visits and conducting observations.
- Lead and supervise the *More Than Math* Program, including curriculum design, tour scheduling, maintaining the *More Than Math* website, and planning an annual teacher professional development recruitment and training session.
- Lead and supervise the annual *WNC Regional Scholastic Art Awards* and exhibition. This includes overseeing all communication with Scholastic Art Awards national

organization, participating teachers and students, processing submissions, managing jury process, exhibition installation, and organizing awards ceremony. Receive support from the Youth and Family Programs Manager as needed.

- Schedule and coordinate all K-12 school tours. Maintain clear and open channels of communication with teachers, assign tour guides, and oversee school-age group check-in and arrival.
- Act as a Learning and Engagement Department staff liaison to area schools. Maintain communication and coordination with school districts and schools, including advertising K-12 student and teacher programs and tour offerings.
- Manage, update and make available all Museum K-12 student and teacher resources and materials on Museum's website.
- Oversee tracking of School and Teacher and Family program attendance, evaluations, statistics and additional data for grant reporting.
- In collaboration with the L & E team, plan and implement teacher professional development workshops for LTA and general school tours. Plan and implement Educator's Night Out events focused on the Museum's collection and/or special exhibitions.
- Working closely with the L & E team and the Communications Department, build awareness of programs for K-12 students, teachers, and weekend family programming through word-of-mouth, contributions to the Museum's website, social media and newsletter, and other communication tools to grow program participation.
- Assist the Head of Learning and Engagement with Volunteer Educator training and continuing education.
- Assist the L & E team to manage contract educator staff, departmental interns, and Volunteer Educators.
- In collaboration with the L & E team, develop and manage middle and high school enrichment initiatives, including afterschool classes.
- Working closely with the L & E team, develop K-12 student focused tour curriculum and family guides for the Museum's Collection and special exhibitions.
- Working closely with the L & E team, develop and contribute School and Teacher programming content for grant applications, as needed.

- As needed, assist the Youth and Family Programs Manager with school tour art activities in the Studio.
- As needed, assist the Youth and Family Programs Manager with early childhood programming, Library Storytime & Art, Summer Art Camp, and Art PLAYce activities.
- Working closely with the L & E team, assist in design and development of pre-K-12 programming for Community Days.
- Assist Museum staff with programs and events as needed, including exhibition openings, membership events, Museum Community Days and the Museum Gala.
- Assist the Development Department with fundraising efforts for School and Teacher Programs.
- Contribute to new initiatives for school, teacher and K-12 community programs as determined by the Head of Learning and Engagement.

Special Requirements

The Youth & Family Programs Manager is a year-round, full-time position with benefits. This position's schedule requires a flexible weekly schedule to accommodate some weekend and/or evening programming. Annual compensation includes a salary range between \$40,000 and \$45,000 depending on experience, plus paid time off, health insurance, and retirement benefits after the required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, lift up to 40 pounds, handle tools or controls, use close vision, tolerate moderate noise levels, and travel periodically for programs and Museum business.

Education and Experience

Undergraduate degree in art education, art history, education, museum studies, studio art, or related field, as well as working knowledge of art education theory, curriculum design, and instructional methods are required; 3+ years' experience in program planning/management or teaching are preferred. Fluency in a second language (esp. Spanish) and/or American Sign Language, teaching certification and/or familiarity with NC Standard Course of Study, and/or interest/experience working with people with disabilities, are a plus. Candidate should be comfortable working in MS Office (i.e. Word, Excel, and Publisher), as well as with public speaking, working with multiple age levels, and multitasking. Working knowledge of WordPress is a plus.

Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send resume with references and a cover letter to

careers@ashevilleart.org with "School & Teacher Programs Manager" in the subject line.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.